

We are currently accepting applications for the following positions:

Internal Positions:

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Vacancy Announcement No. / Position Title

Bangkok

[FSN#2016/91\(T\)/ Cultural Affairs Specialist \(Senior Cultural Advisor\)](#)

[FSN#2016/91/ Cultural Affairs Specialist \(Senior Cultural Advisor\)](#)

USAID

[FSN# 2016/87 / Development Assistance Assistant](#)

U.S. Mission Bangkok
Vacancy Announcement Number: FSN#2016/91(T)

OPEN TO: Current Employees of the Mission - All Agencies and/or
U.S. Citizen Eligible Family Members (USEFMs),
Eligible Family Members (EFMs), or
Declared Members of Household (MOHs) - All Agencies

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Cultural Affairs Specialist (Senior Cultural Advisor), Trainee

OPENING DATE: June 10, 2016

CLOSING DATE: June 23, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-11 THB 1,202,650 p.a.
Not-Ordinarily Resident (NOR): FP-4*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in *Bangkok* is seeking eligible and qualified applicants for the position of *Cultural Affairs Specialist (Senior Cultural Advisor)*.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

Incumbent experts in both local culture and program planning and execution. Serves as the principal Local Employed Staff (LE Staff) advisor and assistant to the Cultural Affairs Officer and the Public Affairs Officer in planning, developing, administering, and implementing the full range of cultural, educational, and other public diplomacy programs, as well as in developing and maintaining key contacts at the highest levels, as appropriate to the needs of a Mission faced with increasingly diverse, complex, and sensitive challenges throughout the scope of its political, economic, social and cultural relations with the host country.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Master's degree in Liberal Arts, Business or International Studies is required.
2. **EXPERIENCE:** At six seven years of progressive experience in cultural activities, universities teaching, senior-level public relations and/or closely related fields at the managerial level is required.
3. **LANGUAGE:** Level IV (Fluent) speaking/reading/writing Thai and English is required. (A copy of valid TOEIC score of at least 855 is required with your application before the deadline.
4. **JOB KNOWLEDGE:**
 - Familiar with U.S. government procedures and policies, special knowledge of Thai society and government structure

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at bkkrecruitment@state.gov or call 02-205-4463.

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- a) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- b) AEFM / USEFM
- c) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security certification and medical clearance.
5. Candidates who are EFM's, USEFM's, AEFM's, or MOH's must have at least nine months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

- Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
- Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, TOEIC, sponsor's order, visa and residency permits etc.) Failure to do so may result in a determination that the applicant is not qualified.

WHERE TO APPLY:

Regional Human Resources Office: Talent Recruitment and Staffing Unit
E-mail Address: bkkrecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent

on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-

law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

U.S. Mission Bangkok
Vacancy Announcement Number: FSN#2016/91

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POSITION: Cultural Affairs Specialist (Senior Cultural Advisor)

OPENING DATE: June 10, 2016

CLOSING DATE: June 23, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-12 THB 1,634,011 p.a.
Not-Ordinarily Resident (NOR): FP-3*
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1. **EDUCATION:** Master's degree in Liberal Arts, Business or International Studies is required.
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3. **LANGUAGE:** Level IV (Fluent) speaking/reading/writing Thai and English is required. (A copy of valid TOEIC score of at least 855 is required with your application before the deadline.
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- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire

- Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

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- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

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- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

USAID

FSN# 2016/87

Development Assistance Assistant

OPEN TO: Internal Candidates Only

POSITION: Development Assistance Assistant

OPENING DATE: June 3, 2016

CLOSING DATE: June 16, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-9 \$653,272 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Assistance Assistant (Health Program Assistant) to Office of Public Health (OPH) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Development Assistance Assistant (Health Program Assistant) assists in the performance of a full range of program support functions for the Office of Public Health (OPH) in the United States Agency for International Development (USAID)/ Regional Development Mission for Asia (RDMA), to include budgeting, financial management, procurement planning, travel arrangements and outreach communications for the overall health office needs. S/he serves as the alternate Contracting/ Agreement Officer's Representative (COR/AOR) for direct contract/agreements, works collaboratively with other support offices within RDMA and liaises with various agencies, donors, implementing partners at her/his working level in order to complete assigned tasks. The position is supervised by the Development Assistance Specialist (Program Support Leader).

MAJOR RESPONSIBILITIES:

The detail of responsibilities includes to the following:

1. Program Management Support:

60%

- a) Facilitates Acquisition and Assistance actions: Monitor progress and update the Acquisition and Assistance (A&A) plan for the Mission quarterly financial meeting, while working

closely with supporting offices to facilitate procurement processes for all OPH actions. The incumbent will assist the technical team in completing documents for procurement, for example, pre-obligation checklist; forward funding analysis worksheet, memos, such as those approving the hiring/extension of U.S. Personal Service Contractor contracts, etc.

- b) Acts as a requestor in the Global Acquisition and Assistance System (GLAAS) – a web-based application to formally request procurement actions. This function requires thorough knowledge of: (a) procurement timeline; (b) appropriate fund accounts; (c) Mission funding guide report and other USAID procedures; (d) Operating Expenses (OE) and Program Budget Allowances Report; (e) all required supporting document within the pre-obligation checklist.
- c) Supports audits, assessments, and evaluations. Actively coordinates with technical teams and other related supporting teams to assist with the compilation of requested documents for reviews; organize meetings, interviews, and agendas with internal and external contacts. Ensures budget is adequately estimated for consultants for the purchase order and travel costs by working with the technical team responsible for the activity.
- d) Serves as alternate COR for consultant purchase orders for portfolio reviews, project evaluations, and technical meetings. Assists with statement of work development for mission clearance; ensuring that all deliverables are complete as stated in the contract; submitting travel vouchers and contractors' vouchers for payment against the obligation amount on the purchase order, etc. which will require the monitoring of the entire procurement process and budget utilization.
- e) Coordinates internal and external communications: Updates communication material including briefers, fact sheets, project summaries, success stories, power points presentations, and other outreach materials including social media. Coordinates exhibition booths in order to assemble up-to-date outreach materials for distribution, showcase, and poster development to maximize public engagement and visibility for events such as World AIDS Day, World TB Day, among others, as well as other events organized by the U.S. Embassy. Compiles and routes for clearance updates, briefers or other needed responses. Liaises with other support offices as needed.
- f) Assists technical teams with annual operational plans and semiannual portfolio reviews. S/he supports the Regional Operational Plan for the President's Emergency Plan for AIDS Relief (PEPFAR), and the Malaria Operation Plan for the President's Malaria Initiative (PMI). S/he is responsible for entering operational plan data for submission, including budget planning and reprogramming requests. This entails closely coordinating with the team on existing and future activities and plans, while keeping abreast of any changing conditions, requirements and/or guidance.
- g) Prepares and updates health program registration/proposals with the Thailand International Cooperation Agency (TICA) under the Ministry of Foreign Affairs by working closely with AORs/CORs, implementing partners, and the Mission Program Development Office (PDO).
- h) Ensures that participant training information is entered in TraiNET/Visa Compliance System by all required implementing partners through close collaboration with the PDO point of contact and implementing partners

2. Budget Management Support:

20%

- (a) Manages overall OPH travel budget for both OE and program funds. Develops a comprehensive travel budget; monitors expenditures; and manages the increase, decrease, and de-obligation of funds as needed. The travel budget includes Open Authorizations (OAs) and

E2 travel request/approval system. Separately establishing and tracking Burma and Cambodia travel budgets (with relevant country OAs) for malaria technical staff, utilizing administrative cost-share with separate operating units' accounts.

- (b) Reviews OE and Program Budget Allowances Report for accuracy on the utilization of OPH accounts, quarterly pipeline analysis for all program funds (activities and USPSC contracts). Assists with monitoring the program fund utilization for operating costs as outlined in the 'Mega Maard tracking' document to ensure that any new request of funds be charged against appropriate accounts based on division of staff (HIV and AIDS, malaria, TB, Global Health Security Development, nutrition). Makes recommendations for any adjustment to spend down or slow down the expenditures rate based on existing pipelines information. Requests Change Notices for bureau's approval. Calculates USPSC contracts and Program Design & Learning account accruals, analyzes each obligation line item for the 1311 Review exercise and recommending whether obligation is active, needs de-obligation or close-out action after verifying that all expenses have been paid.
- (c) Maintains country budget/activity matrix: updates health activity budgets in matrices, Lower Mekong Initiative (LMI) materials and other taskers. Maintains up-to-date information and data that are readily accessible on OPH's health programs.

3. Administrative Functions:

10%

- (a) Assists with organizing implementing partners and/or chiefs of party meeting by ensuring that any follow-up actions are completed either by OPH staff or the implementing partners.
- (b) Develops and maintains activity event main tasker calendars to be shared both internally within RDMA and externally, for knowledge sharing and cross learning and to publicize health related events and fostering cross collaboration.

4. Embassy/Host Country Relations, Networking, Country Backstopping:

10%

- (a) Establishes and maintains collaborative working relationships with administrative and project staff from other donors, multilateral institutions, international and non-governmental organizations (NGOs) in support of the technical team functions.
- (b) Disseminates new Agency update, rules and regulations (such as new pipelines calculation form) that are relevant to the success of the implementing partners' activities.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** Bachelor's Degree in one of the fields of study: social work, public health, public/business administration, International relation is required.
- (2) **Experience (25 points):** A minimum of three (3) years of professional experience working on budget and/or financial management tracking, program support assistance, and/or communication.
- (3) **Language:** Level IV strong written and oral proficiency in English and Thai are required.

(4) Knowledge (45 points): A thorough knowledge and understanding of professional accounting practices and terminology as well as budgeting and reporting is required. An understanding of administrative functions such as filing, data and knowledge management is required. Knowledge in the area of preparation/protocol of briefing materials and presentations is required.

(5) Skills and Abilities (30 points):

- Must be able to obtain and interpret data from a variety of sources.
- Must be able to organize and present information in concise written and oral form.
- Must be able to follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight,
- Must be able to focus on details.
- Must demonstrate a proficiency in word processing, spreadsheets, databases and other computer applications (e.g., Microsoft Office, Google Drive, Excel, Pivot Table, SharePoint, and PowerPoint).
- The incumbent must have excellent interpersonal skills, able to work across diverse teams, and be a self-starter.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: June 16, 2016
